

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, STUDENT SUPPORT SERVICES AND FOSTER YOUTH SERVICES

DEFINITION

Under administrative direction, plan, organize, manage, supervise and coordinate the programs and activities of the Student Support and Foster Youth Services programs for the Santa Cruz County Office of Education; and serve as a liaison with community agencies, parents, media, and elected officials; and provide classified administrative support and services to the Alternative Education Department.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all services and activities of the Student Support and Foster Youth Services programs and provide classified administrative support and services to the Alternative Education Department.

Manage and participate in the development and implementation of goals, objectives, policies, procedures and priorities for the Student Support and Foster Youth Services programs.

Implement services in accordance with terms and conditions of sponsors and the County Office.

Manage and participate in the development and administration of the Student Support and Foster Youth Services' contracts and annual budget; direct the monitoring of and approve expenditures.

Serve as the Santa Cruz County Office of Education's lead and liaison with related community agencies, business partners relative to programs, media, and elected officials.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate and oversee work assignments.

Coordinate and oversee programs and related task forces, committees, as well as National, State and local representative groups.

Serve as a liaison for the Alternative Education Programs with other County Office of Education Programs' and outside agencies including SARBS, district offices, group homes, probation, Mental Health, Youth Services, HSA, HRA, Cabrillo College, Sheriff's Office, Park Department, police and other comprehensive and alternative schools; negotiate and resolve significant and controversial issues.

Serve on a variety of District and community committees related to student attendance, cultural issues and general student and family welfare.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Provide leadership, support and direction in student services responsibilities including, but not limited to: pupil services, school attendance, Student Study Team, health, counseling, and guidance services.

Serve as a resource to site administrators in student management and discipline.

Research, coordinate, write and submit grants related to Student Support and Foster Youth Services and Alternative Education programs.

Manage full scope of awarded grant-related programs inclusive of budgeting, staffing, coordination with outside and partnership agencies, compliance, review and reporting.

Coordinate with other Santa Cruz County Office of Education's managers to increase overall effectiveness of programs and the entire organization.

Convene and facilitate various meetings related to Student Support and Foster Youth Services and Alternative Education programs.

Coordinate and disseminate publicity on report research, data, core objectives and program service information in order to increase community awareness of program successes. Develop press releases and brochures for Student Support and Foster Youth Services programs, projects, and events.

Develop, coordinate and oversee training and materials, protocols and objectives as well as program implementation and maintenance procedures.

Attend Board and management meetings as required.

Make presentations to schools and community groups.

Assess needs of community served.

Direct and oversee case management with parents/guardians and students participating in programs.

Administer annual surveys, conduct needs assessments and write state reports related to student well-being, school culture and climate.

Act as primary counseling service coordinator, monitoring non-profit contractors, facilitating referrals and providing consultation to staff.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Organizational and management practices and principles as applied to the analysis and evaluation of Student Services and Foster Youth programs, policies and operational needs.

Principles and practices of personnel management including supervision, training and performance evaluation.

Contract, budget preparation and control.

Grant funded program administration.

Grant research, funding concepts and sources.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Safe driving principles and practices.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Assess and analyze the needs of the County, specific to relative Student Support and Foster Youth Services programs.

Conduct research, write and administer grants.

Work cooperatively with various program network organizations and related groups.

Develop, implement, and administer Student Support and Foster Youth Services programs.

Research, compile, and collect data and information.

Prepare clear and concise reports.

Analyze situations carefully and adopt effective courses of action.

Skill and Ability to (Continued):

Deal constructively with conflict.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in social service or a related field. A Master's degree is desirable.

Experience:

Six years of increasingly responsible experience managing private, non-profit, state or federally funded programs including two years supervisory and grant writing experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June 21, 2016